

DEFENSE DISTRIBUTION DEPOT WARNER ROBINS, GA

DEFENSE DISTRIBUTION DEPOT WARNER ROBINS, GA, OFFICE OF THE COMMANDER (DDWG-D)

MISSION:

The Defense Distribution Depot Warner Robins, Georgia (DDWG), Defense Logistics Agency (DLA), provides physical distribution support primarily for aviation customers, to include depot-level maintenance activities.

FUNCTIONS:

1. Exercise command authority and command leadership over the Depot.
2. Direct, coordinate and administer the development, execution and reporting of mission operations and accomplishments through the execution of the Depot's mission and functions.

DEFENSE DISTRIBUTION DEPOT WARNER ROBINS, GA, PERFORMANCE EXCELLENCE DIVISION (DDWG-U)

MISSION:

Provide Depot-level business planning, measurement and analysis, organizational knowledge management, performance improvement, and training support.

FUNCTIONS:

1. Facilitates the business planning process.
2. Manages the overall business deployment process.
3. Manages the measurement and analysis process.
4. Facilitates and enables the improvement of the Depot's value streams and support processes.
5. Coordinates the roll-out of Depot-wide continuous improvements initiatives and cross-organizational projects.
6. Responsible for the knowledge management process of identify, capture, share, implement, and measure in order to orchestrate the flow of information through the organization that supports the continuous improvement process with an ultimate objective of improving internal effectiveness and competitive advantage.
7. Coordinates and enables local efforts for leadership and workforce development (based upon the emerging Defense Distribution Center (DDC) model) by developing and managing a systematic approach to balance short and longer term organizational objectives for employee needs for development, ongoing learning, career management, and progression.

DEFENSE DISTRIBUTION DEPOT WARNER ROBINS, GA, OPERATIONS DIVISION
(DDWG-K)

MISSION:

Direct, coordinate, and plan Depot operations.

FUNCTIONS:

1. Manages and executes receipt processing of all material into the Depot.
2. Directs materiel to proper location for storage following receipt inspection, classification, and packaging.
3. Updates DLA's Distribution Standard System (DSS).
4. Operates a Preservation, Packaging, Packing, and Marking (PPP&M) area for processing materiel into storage, ensuring materiel is in a ready for issue status.
5. Packs, unitizes, containerizes, marks, labels, and coordinates assembly of shipment units with shipping functions.
6. Provides specialized packing/crating for outbound shipments.
7. Fabricates/repairs and assembles boxes, crates, skids, dunnage materiel, and storage aids.
8. Selects mode and carrier routing for all surface and air shipments.
9. Coordinates outloading of materiel from the Depot as well as shipments and transportation modes in accordance with requisition priorities, project codes, and required delivery dates.
10. Performs billing and prepares Commercial Bills of Lading (CBL), Government Bills of Lading (GBL), truck manifests, and dray tags for less than truckload (LTL), truckload, dedicated truck, customer pick-up and expedited air shipment.
11. Provides technical advice to assure compliance with all regulations and procedures governing the shipment of hazardous/dangerous/sensitive materiel and certifies relevant documents.
12. Performs direct booking process for all ocean carriers.
13. Serves as liaison with appropriate service Air Clearance Authority and Ocean Cargo Clearance Authority in providing forecast requirements and vessel scheduling.
14. Loads cargo into vans and containers for off-Depot shipments and loads intra-Depot conveyances for on-installations deliveries.
15. Sorts, consolidates, and packs materiel into cartons and tri-wall containers and builds air pallets.
16. Creates shipping labels, manifests, GBLs, and automated manifesting system (AMS) cards and affixes shipping labels.
17. Operates a consolidation and containerization point that receives, sorts, and consolidates materiel for on- and off-Depot.
18. Directs workload control, planning, prioritizing, resources, and operation requirements to accomplish Depot workload.
19. Performs special, generally reimbursable functions including but not limited to: kitting, total package fielding (TPF), stock readiness, and unitized group rations (UGR) assembly.

DEFENSE DISTRIBUTION DEPOT WARNER ROBINS, GA, CONSOLIDATION AND CONTAINERIZATION (CCP) BRANCH (DDWG-KC)

MISSION:

Responsible for sorting, consolidating, and packing materiel into cartons and tri-walls and building air pallets of materiel. The CCP is a key distribution function during operational surges.

FUNCTIONS:

1. Operates the receiving area(s) designated for receipt of CCP materiel via small parcel carriers, less-than-truckload, truckload, oversized and mixed inbound shipments consisting of new procurement and redistribution materiel.
2. Sorts, consolidates, and packs transshipped materiel into cartons and tri-wall containers.
3. Loads conveyances to include vans, flatbeds, and air pallets.
4. Assures proper blocking, bracing, and loading techniques.
5. Unloads incoming sea vans and inspects for damage and documentation discrepancies.

DEFENSE DISTRIBUTION DEPOT WARNER ROBINS, GA, RECEIVING BRANCH (DDWG-KR)

MISSION:

Responsible for the operation of the central receiving areas.

FUNCTIONS:

1. Operates a central receiving area for the receipt of small parcel, and mixed inbound shipments consisting of customer returns, Redistribution Order (RDOs), and new materiel procurement.
2. Conducts offloading and segregating of United States Postal Service (USPS) shipments.
3. Performs inspection, classification, and acceptance of receipts from all sources; determines proper condition, identification, and need for PPP&M prior to storage.
4. Provides specialized packing/crating for outbound shipment of materiel or storage as required.
5. Directs materiel to proper location for storage following receipt inspection, classification, and packaging.

DEFENSE DISTRIBUTION DEPOT WARNER ROBINS, GA, SPECIAL WAREHOUSING BRANCH (DDWG-KS)

MISSION:

Responsible for performing special, unique warehousing and warehousing support functions.

FUNCTIONS:

1. Manufactures specialized packing, storage, and shipping containers.
2. Operates warehouses utilizing the Air Force's Standard Base Supply System (SBSS).
3. Constructs specialized kits used for aircraft maintenance and repairs.
4. Operates classified and unique items warehouses.
5. Performs PPP&M functions.

DEFENSE DISTRIBUTION DEPOT WARNER ROBINS, GA, TRAFFIC MANAGEMENT BRANCH (DDWG-KT)

MISSION:

Develops, implements, and administers/operates programs for transportation operations, inbound and outbound freight terminal operations support, shipment planning and Customer Service/Emergency Service Operation Center (ESOC).

FUNCTIONS:

1. Expedites and diverts shipments.
2. Establishes and maintains liaison with federal and state transportation regulatory and/or emergency control agencies.
3. Selects mode and carrier routing for CONUS surface and air shipments as authorized by Defense Traffic Management regulations.
4. Coordinates shipments and transportation modes in accordance with requisition priorities, project codes, and required delivery dates.
5. Serves as liaison/interfaces with appropriate service Air Clearance Authority and Ocean Cargo Clearance Authority providing accurate information to clear cargo.
6. Controls and coordinates processing of special shipment requests such as Foreign Military Sales (FMS), exception, pick-pack-hold, and special project Material Release Orders (MROs).
7. Provides shipment status, denial, and cancellation request information.
8. Provides expedited depot shipment response for high priority emergency shipments through the ESOC.
9. Performs certification of shipments through First Bank computerized program thus allowing expeditious payment of commercial bills.
10. Maintains advance and completed GBL files and carrier freight bill files.

DEFENSE DISTRIBUTION DEPOT WARNER ROBINS, GA, WAREHOUSING BRANCH
(DDWG-KW)

MISSION:

Oversees primary distribution functions.

FUNCTIONS:

Responsible for operation and management of the Depot's warehouses and other storage facilities.

DEFENSE DISTRIBUTION DEPOT WARNER ROBINS, GA, WAREHOUSING SECTION 1
(DDWG-KWA)

MISSION:

Performs full range of warehousing functions.

FUNCTIONS:

1. Selects and assembles stock for shipment.
2. Develops warehouse storage plan and routing guides.
3. Maintain documentation control of all MROs/shipment units released for stock selection, preparation for delivery, and shipment to assure timely processing in accordance with Department of Defense (DoD) timeframes.
4. Receives, assigns, and controls documentation covering items scheduled for stock selection, assembly, and preparation for shipment.
5. Accomplishes care of materiel in storage actions, including rewarehousing, installing storage aids, maintaining storage facilities, and replenishing mission stock.

DEFENSE DISTRIBUTION DEPOT WARNER ROBINS, GA, WAREHOUSING SECTION 2
(DDWG-KWB)

MISSION:

Performs full range of warehousing functions.

FUNCTIONS:

1. Selects and assembles stock for shipment.
2. Develops warehouse storage plan and routing guides.

3. Maintain documentation control of all MROs/shipment units released for stock selection, preparation for delivery, and shipment to assure timely processing in accordance with DoD timeframes.
4. Receives, assigns, and controls documentation covering items scheduled for stock selection, assembly, and preparation for shipment.
5. Accomplishes care of materiel in storage actions, including rewarehousing, installing storage aids, maintaining storage facilities, and replenishing mission stock.

DEFENSE DISTRIBUTION DEPOT WARNER ROBINS, GA, SUPPORT SERVICES DIVISION (DDWG-X)

MISSION:

Provide inventory management, systems support, internal stock positioning, administrative management, automated materiel handling system maintenance, and motor pool operations in support of the Depot's Operations Division.

FUNCTIONS:

1. Conducts special physical inventories, location surveys, denial and causative research, shelf-life and surveillance inspections.
2. Maintains accountable inventory records and executes inventory adjustments.
3. Conducts major rewarehousing and internal stock positioning projects.
4. Initiates and maintains accurate stock location data.
5. Performs functional analyses for DSS, coordinates changes to existing DSS programs and procedures, develops requirements for system changes, and evaluates and processes system change requests.
6. Performs post-audit of systems/projects to evaluate performance and monitor existing operational systems and procedures to verify efficiencies.
7. Researches the source and cause of application software malfunctions and takes appropriate action for problem resolution.
8. Monitors execution of the Depot's approved annual spending plan.
9. Provides information to management regarding resource requirements for the depot.
10. Orders supplies and other operating materiel utilizing the Base Operating Supply System (BOSS).
11. Performs preventive maintenance and repair of mechanized and automated materiel handling systems.
12. Prepares and issues job orders for equipment maintenance, monitors equipment maintenance workload, and prepares workload status reports.
13. Operates the tool room and maintains minimum stock of common hardware, parts, tools, equipment, and operating materials.
14. Operates the motor pool and provides and operates cargo vehicles, buses, and material handling equipment (MHE) in the movement of commercial and government-owned containers, vans, flatbeds, and seavans.

15. Operates a variety of other equipment and conveyances to transport materiel between warehouses.
16. Oversees and manages administrative matters as they pertain to the Operations Division.
17. Develop and promulgates administrative processes and procedures pertaining to the Operations Division.

DEFENSE DISTRIBUTION DEPOT WARNER ROBINS, GA, FACILITIES/EQUIPMENT BRANCH (DDWG-XF)

MISSION:

Provides program management for facilities, operation, maintenance, repair, construction of real property, recycling, custodial, sanitation, and entomology services. Responsible for Base Supply contracts and processing Base Supply receipts, accountability of Depot supply and personal property.

FUNCTIONS:

1. Plans and manages maintenance of the Depot's buildings and grounds.
2. Develops the facilities portion of the activity modernization plan.
3. Develops plans for facilities realignment and re-stationing actions.
4. Prepares space utilization reports.
5. Coordinates traffic engineering studies and submits recommendations to modify traffic devices and patterns.
6. Coordinates facility studies, economic analyses, site approval, and Depot characterization studies as required to support facility projects in the Master Plan process.

DEFENSE DISTRIBUTION DEPOT WARNER ROBINS, GA, INVENTORY MANAGEMENT BRANCH (DDWG-XI)

MISSION:

Develops, implements, and administers programs to maintain the inventory integrity of materiel stored on the Depot.

FUNCTIONS:

1. Develops, plans and coordinates the Accountable Balance Integrity Performance indicators and identifies performance problem areas, makes recommendations, and initiates corrective action.
2. Serves as the Inventory Accuracy Officer.
3. Researches out-of-balance conditions between the Depot and DLA Defense Supply Center (DSC) recorded balances, perform pre-adjustment research, and initiates action to correct problems or procedures on a system-wide basis.

4. Schedules and controls the release of Depot inventories and location surveys.
5. Performs location surveys and initiates corrective action.

DEFENSE DISTRIBUTION DEPOT WARNER ROBINS, GA, MAINTENANCE SUPPORT BRANCH (DDWG-XM)

MISSION:

Provides program management for equipment including engineering and equipment management; maintenance of MHE, vehicles, automated material handling equipment and systems.

FUNCTIONS:

1. Evaluates the adequacy of tools, equipment, and maintenance vehicles.
2. Operates the facilities maintenance tool rooms and tool and equipment inventories
3. Operates, maintains, repairs and improves utility systems including electrical, heating/air conditioning, ventilation and refrigeration.
4. Receives and processes all written and telephonic requests for service orders, recurring maintenance, and individual job orders.
5. Submits appropriate work orders for facilities, equipment, etc., to correct unsafe work environment.
6. Prepares and conducts hand-receipt holder and supply coordinator training program.

DEFENSE DISTRIBUTION DEPOT WARNER ROBINS, GA, SYSTEMS SUPPORT BRANCH (DDWG-XS)

MISSION:

Develops guidance and procedures relative to equipment and maintenance management.

FUNCTIONS:

1. Performs project management responsibilities to ensure facility, safety, security, environmental, and maintenance management aspects are taken into consideration during equipment planning, acquisition, and installation phases.
2. Serves as technical advisor on all matters related to the management and execution of Depot equipment programs.
3. Conducts staff studies and cost analyses to identify and assess impact of procedural/organization and/or new realigned workload on equipment availability, utilization, and maintenance.
4. Develops economic analyses and Business Case Analyses to support equipment investment requirements.

5. Develops short and long-range plans relative to equipment investment, utilization, and redistribution.